

The Regular Meeting of the Housing Authority of the Borough of Clementon will be held on Wednesday, February 16, 2011 at 4:00PM in the Community Room at Wooster Towers.

Sheila K. Wooster  
Secretary

PLEASE CALL IF YOU CANNOT ATTEND.

AGENDA

REGULAR MEETING

February 16, 2011

MINUTES

BILLS

MANAGEMENT

Approve Consultant for Annual Plan Submission

CAPITAL FUND PROGRAM (MODERNIZATION)

SECTION 8

Bills

PUBLIC

**CLEMENTON HOUSING AUTHORITY  
REGULAR MEETING  
FEBRUARY 16, 2011**

Salute to flag.

Chairperson Nicholson called the regular meeting of the Housing Authority of the Borough of Clementon to order. Upon roll call the following were present: Commissioners Casella, Creedon, Nicholson, Porter, and Watson. Also present at this meeting were: Thomas J. Shusted, Jr., Solicitor, Sheila K. Wooster, Executive Director, and Barbara J. Murray, Secretary.

The meeting was held at the Wooster Towers in the Community Room and was properly posted in accordance with the Sunshine Law.

**MINUTES**

Commissioner Casella, seconded by Commissioner Porter, made a motion to approve the minutes of the January 19, 2011 regular meeting as submitted. Roll call vote: All ayes.

**BILLS**

Bills were presented for approval in the amount of \$282,023.48 for checks dated February 1, 2011 thru February 17, 2011. Commissioner Porter, seconded by Commissioner Nicholson, made a motion to approve the payment of bills with proper certification in the amount of \$282,023.48 for checks dated February 1, 2011 thru February 17, 2011. Roll call vote: All ayes.

Commissioner Nicholson turned the meeting over to Mrs. Wooster.

**MANAGEMENT**

**Money Market Account/Security Deposits**

Mrs. Wooster advised that as was discussed at the January meeting, we have placed \$250,000.00 of our operating funds into an account at TD Bank. Because the CD rates had changed, the \$250,000.00 was put into a Money Market account.

Mrs. Wooster also advised that she also inquired about setting up an account with TD Bank for our security deposits. A discussion followed. Commissioner Watson, seconded by Commissioner Porter, made a motion to approve setting up an account for our security deposits with TD Bank. Roll call vote: All ayes.

**Annual Plan**

Mrs. Wooster advised that she advertised for proposals for a Housing Consultant for our Annual Plan and the only response she received was from Maria Cimino in the amount of \$700.00. A discussion followed. Commissioner Creedon, seconded by Commissioner Watson, made a motion to approve Maria Cimino as our Housing Consultant for the Annual Plan. Roll call vote: All ayes.

Mrs. Wooster noted that the April meeting will be April 13, 2011, preceded by the Public Hearing for the Annual Plan.

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#### Financial Statements

Mrs. Wooster advised that the reason there are no footnotes in the Financial Statements is because they are the same as the footnotes for the Audit and they would add 40 pages to the statements.

#### Tenant Meeting

Mrs. Wooster advised that she held a Tenant Meeting to address any issues or concerns they may have and the one concern that was brought up was that there was no physical address on the building. A discussion followed. Mrs. Wooster advised that she would talk to Walt about putting the address on the front doors.

#### Impact Posts

Mrs. Wooster advised that we are required to have impact posts in front of the gas meters that are located at the back of the building. Mrs. Wooster advised that she has contacted Gambale Concrete about installing the posts.

#### Landscaping Proposals

Mrs. Wooster advised that she is preparing to advertise for proposals for landscaping.

#### Vacant Commissioner Seat

Mrs. Wooster advised that she posted a notice asking if anyone was interested in becoming a Commissioner on the Board to please let her know. The only response was from Lorraine Rossiter.

#### Modernization Coordinator

Mrs. Wooster advised that in the past we have used Dan Marchision as our Modernization Coordinator for various Capital Fund Program projects. Mrs. Wooster stated that over the past year or so Mr. Marchishin has been in poor health and this has affected his obligations to the Housing Authority. A discussion followed. Commissioner Creedon, seconded by Commissioner Porter, made a motion that for the upcoming project it is not necessary to use a Modernization Coordinator. Roll call vote: All ayes.

### SECTION 8

#### Bills

Bills were presented for approval in the amount of \$23,828.00 for the HCV Program for checks dated February 1, 2011. Commissioner Watson, seconded by Commissioner Porter, made a motion to approve the payment of bills with proper certification in the amount of \$23,828.00 for the HCV Program for checks dated February 1, 2011. Roll call vote: All ayes.

Bills were presented for approval in the amount of \$9,940.00 for the Disabled Voucher Program for checks dated February 1, 2011. Commissioner Casella, seconded by Commissioner Creedon, made a motion to approve the payment of bills with proper certification in the amount of \$9,940.00 for the Disable Voucher Program for checks dated February 1, 2011. Roll call vote: All ayes.

Bills were presented for approval in the amount of \$3,453.62 for Vendor checks dated February 17, 2011. Commissioner Creedon, seconded by Commissioner Casella, made a motion to approve the

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payment of bills with proper certification in the amount of \$3,453.63 for Vendor checks dated February 17, 2011. Roll call vote: All ayes.

**PUBLIC**

There was no public in attendance.

Commissioner Watson, seconded by Commissioner Porter, made a motion to adjourn. Voice vote: All ayes.

Respectfully submitted,



Sheila K. Wooster  
Secretary